

BATTALION CHIEF

DEFINITION

To perform responsible management, administrative and technical duties in commanding and coordinating emergency incidents including fire suppression, emergency medical services, and hazardous material services; to manage, coordinate, and supervise operations, personnel, equipment and facilities as assigned; to act as Fire Ground/Incident Commander until relieved by a superior officer; and to provide highly responsible technical staff assistance to the Fire Chief and the Deputy Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Fire Chief.

Exercises direct and indirect supervision over assigned shift personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Exercise command and supervision over personnel, equipment and Department resources on an assigned shift; plan, prioritize, assign, supervise and review the work of subordinate staff; perform employee evaluations; work with employees to correct deficiencies; recommend and implement disciplinary actions.

Participate as a member of the Fire Chief's staff; assist in the development and administration of Department goals, objectives, policies and procedures.

Conduct meetings with Company Officers as necessary for the proper dissemination of information, procedural updates, changes in Department policy and other information from staff meetings; participate with Fire Captains in the training of staff.

Make periodic inspections of staff and fire stations, grounds, apparatus and equipment; note any repair needs, evidence of neglect, carelessness or improper attention to duty.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures on an assigned shift; identify opportunities for improvement; recommend and implement changes as approved.

Analyze, interpret, and enforce applicable fire safety codes and standards.

Enforce and hold subordinate officers accountable to City and Department rules, regulations, policies, procedures and special orders.

Prepare and maintain a variety of technical reports and records, including written reports, budget proposals, performance evaluations and other documents as directed.

Within established policies and procedures, provide for the safety of Department personnel and members of the public at emergency and non-emergency events.

Respond to emergency and non-emergency events as required and, if warranted, assume and maintain command until relieved by a superior officer.

Make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from company officers.

Review, correct as necessary, and approve all incident reports and other correspondence as required.

Attend all drills, meetings, classes or other functions as required.

Train, motivate and evaluate Fire Department personnel and provide or coordinate training to correct deficiencies.

Maintain records and process time-off requests for vacations, holidays, and sick leave for assigned personnel in accordance with City and Department policies and procedures.

Ensure the oncoming shift(s) are aware of work assignments, projects, or other occurrences which may affect their tour-of-duty in any way or which requires monitoring or follow-up.

Create an environment to encourage personnel to expand personal and professional capabilities

Represent the City and the Department in the community and at professional meetings as required; coordinate Department activities with other City departments and divisions and with outside agencies to ensure the needs and/or goals of the Department are met.

Perform related duties and responsibilities as required or assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal fire protection organization.

Modern principles, practices and techniques of fire science, operations and training.

Principles of supervision, training, and performance evaluation in a combination career/volunteer fire department.

Local geography, including the location of water mains, fire hydrants and target hazards within the City.

Proper English usage, grammar, spelling and punctuation.

Appropriate safety rules and procedures.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Make sound decisions and direct operations at an emergency scene.

Read, understand, interpret and apply Department policies, procedures, rules, regulations and special ordinances relating to all Fire Department operations.

Define problems, collect data, establish facts and draw logically consistent conclusions.

Analyze problem situations, identify safety hazards, locate and analyze equipment problems, and explain assignments and/or responsibilities to other employees.

Plan, assign, supervise, and evaluate the work of support personnel under both emergency and non-emergency circumstances; evaluate performance of subordinates fairly and objectively in accordance with Department standards.

Conduct fact-finding inspections, investigations or interviews and prepare the necessary documentation.

Understand and follow complex verbal and written directions.

Use computer equipment to prepare reports, correspondence, technical records, and other documents and/or papers used by the Department.

Participate in fire suppression activities as necessary; climb ladders, advance hose lines and operate other fire fighting equipment appliances, including respiratory protection.

Employ a philosophy of respect for the dignity of others to establish and maintain a harmonious and effective working relationship with coworkers and the public.

Communicate clearly and concisely, both orally and in writing, to present information to Department personnel, members of the public, other City employees, and the media.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight (8) years of increasingly responsible full-time experience in an organized fire department with a minimum of two (2) years in a responsible command position at the company officer level.

Training:

An associate's degree from an accredited college with major course work in fire science or a closely related field, as well as successful completion of State of California Certified Chief Officer courses as follows: Fire Command 2A, Fire Command 2B, Fire Management 2A, and Fire Management 2C.

License or Certificate:

Possession of, or ability to obtain, a valid California Class A operator's license.

Possession of, or ability to obtain, valid First Aid and Cardiopulmonary Resuscitation cards.

Possession of a State of California Certified Fire Officer Certificate.

TYPICAL WORKING CONDITIONS

On a continuous basis, work indoors in an office environment; intermittently travel in assigned vehicle to satellite stations or respond to emergency situations or incidents. May be exposed to dust, noise, smoke, fumes, gases, oil, grease, wet, uneven and slippery surfaces, machinery with moving parts, moving objects and other vehicles while in the field. May work unusual and prolonged schedule during emergencies, seasonally-caused circumstances or special projects. May be exposed to varying climates or hot and cold temperature conditions while in the field.

TYPICAL PHYSICAL REQUIREMENTS

On an intermittent basis, sit at a desk for long period of time; intermittently walk, stand, squat, twist and reach while retrieving and/or returning files, supplies or equipment. Twist and reach for equipment surrounding desk; use telephone and write or use a keyboard to communicate through written means. Perform various tasks that require standing, walking, bending, stooping, kneeling, simple and power grasping, pushing, pulling and fine manipulation. Perform physical activities of a strenuous nature; lift or carry weights of 90 pounds or less; strength and stamina to perform fire service duties. Drive a motor vehicle under Code 3 conditions; see and hear with sufficient acuity to identify potentially hazardous conditions; vision to read printed material and a computer screen; hearing and speech to communicate in person or over communications equipment.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties and functions other than those contained in this document.

BATALLION CHIEF
ADOPTED 1998
CAT: MGMT
FLSA: EXEMPT

POSN: 00098
Conflict of Interest